



CP 0.03 JIG Management System Best Practice and Common Process Implementation Plan

Background

JIG Bulletin 47 (Dec 2011) 'JIG Management System Best Practice and Common Processes Implementation Plan' advised that JIG was developing a number of Common Processes and recommended the JV Manager should develop a JIG Common Process Implementation Plan which should be approved by the JV Board / Management Committee.

Bulletin 69 issued the CP 7.01 Business Principles documents which completes the set of Common Processes originally advised in JIG Bulletin 47.



JV (and non JV) operations that operate to standards that are at least equivalent to the JIG Standards (JIG 1, 2, 3 and 4), JIG Management System Best Practice and applicable JIG Common Processes should be able to provide a high level of business assurance to stakeholders¹ that their operation meets minimum standards and has a systematic approach to continuously improving risk management in each key area of its business². ..

Operations that consistently achieve a high level of business assurance are more likely to achieve their business objectives (less things go wrong) and therefore are more likely to have a successful and sustainable business.

Implementation Plan, JV Training and Resources Required for Implementation

JV (and non JV) operations should now review their Common Process Implementation Plan (Attachment 1) to set reasonable target dates for implementing remaining applicable Common Processes for their own operation.

Monitoring Effectiveness of Implementation of the Common Process

Once a Common Process is implemented in a JV (or non JV) operation it should become part of the management system which will involve regular management reviews to ensure the Common Process remains in place and effective.

The JIG Common Process Committee is considering development of the JIG web site (www.jigonline.com) to provide an 'Airport Dashboard' (an online platform) which would be designed to help JVs and non JVs efficiently complete and monitor compliance with JIG Standards and applicable Common Processes.

Further details on development of the JIG Airport Dashboard will be communicated separately.

¹ JV Managers, JV Boards/Management Committees, JV Participants, Operating Companies, Users and other regulatory authorities

² Typically covered by the JIG Management System Best Practice themes of: quality/continuous improvement, HSSE, financial control, people, service levels and legal compliance.


Actions to Implement this Bulletin (See Table 1 for Action Type Codes)

Action Description	Action Type
<p>1. By 31st December 2014, JVs and non JVs should review their JIG Common Process Implementation Plan to approve target dates for each Common Process that has not yet been implemented.</p> <p>JIG recommends JV (and non JV) operations plan to implement all applicable Common Processes by the end of 2015. However, JIG recognises that some JV Boards/Management Committee may decide a longer implementation period is necessary for some Common Processes having considered the JV's current operational priorities and resource constraints. JVs that have been formed after 1st January 2012 should typically aim to complete their Common Process Implementation Plan within 3 to 4 years of their formation date.</p>	RP

Table 1 - Bulletin Action Types (Bulletins do not necessarily contain all Action Types)

Action Types	JIG Bulletin Action Type Definition
JS	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 3, 4) (**).
RP	JIG Recommended Practice which the JV should consider adopting as its own practice (**).
I	Issued for information purposes only.
<p>Note (**) - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board.</p>	

Referenced Documents (downloadable from www.jigonline.com – Members Area Publications (Common Processes)):-

- CP 0.03 Introduction to JIG Common Process and Management System Best Practice

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ATTACHMENT 1 – JIG COMMON PROCESS JV IMPLEMENTATION PLAN



JIG Management System Best Practice - Outline JIG Common Process JV Implementation Plan (This diagram can be found in CP 4.02 JIG Management System Best Practice.xls workbook)

This Outline JIG Common Process JV Implementation Plan is intended to give JVs planned issue dates of various JIG Common Processes and their relative importance (priority) to assist JVs in developing their own implementation plan for relevant Common Processes.

Each JV Board / Management Committee is recommended to develop its own risk-based implementation plan and ensure there are sufficient resources available to the JV to successfully implement relevant Common Processes. Embedded Common Processes will then become part of the JV's ongoing Assurance and Governance

MS Theme	Common Process	2010	2011	2012	2013	2014	2015 +	JIG Recommended Priority for Resourcing for Implementation	Comment
Quality / Continuous Improvem't	Business Risk Assessment			C				Priority 2	Complete by end 2014. Timing based on risk and availability of facilitator
	Business Principles (Including Anti-Bribery Corruption)					C		Priority 3	Common Process sanctioned for development end 2013.
HSSE	HSSE Management System	C						Priority 1	Gap analysis by end 2010. HSSE MS audit 3 yearly (timing varies to suit each JV).
Financial Control	Financial Control & Administration					C		Priority 3	Gap analysis by end 2014 close out actions by Sept 2015.
	Stock Accounting Guideline				C			Priority 3	Gap analysis by end July 2013, procedure actions by end 2013.
Legal Compliance	JV Core Principles	C						Priority 1	Annual refresher training and self-audit to confirm compliance
<p>Key</p> <p>P C --- Common Process Planned (P) / Issued (C). Plan to embed by end 2014. Timing based on JV risk and resources.</p> <p>--- Common Process embedded and included in the JV's Business Internal / External Audit Cycle</p> <p>● External Audit (by Participant or 3rd Party) (at frequency set by statutory requirements or the JV Board / ManCom)</p> <p>● Internal Audit (by JV own staff) (at frequency determined by the JV Board / Management Committee)</p>									